

**OFFICE OF RETIREMENT SERVICES**

Serving the Customers of the Judges, Public School Employees,

State Employees, and State Police Retirement Systems

PO Box 30171, Lansing, MI 48909-7671 www.michigan.gov/ors

Telephone: 517-322-5103 Outside Lansing: 800-381-5111

Public School Employees Application to Purchase Sabbatical Leave Credit**Introduction:**

As a member of the Michigan Public School Employees Retirement System, you may receive credit for an officially authorized sabbatical leave of absence under certain conditions. A maximum of one year of credit for each sabbatical leave is available. The Retirement System includes sabbatical leave credit in your total years of service credit, which is used to compute your pension.

Additional service credit will increase your pension. You may use sabbatical leave credit to qualify for a pension earlier than otherwise possible. You may use sabbatical leave credit to satisfy the 10-year minimum service credit requirement to vest. The eligibility requirements and whether or not there is a cost for the credit is determined by when your sabbatical leave was granted and the service you performed before the sabbatical leave. If you have questions after reading the information on this application, please contact the Office of Retirement Services (ORS) at 517-322-5103 in the Lansing area, or toll-free at 800-381-5111.

Instructions:

To apply for sabbatical leave credit, complete Part 1 of this application and have the employing educational agency who granted your sabbatical leave complete Part 2. Return the completed form and a copy of the Board minutes granting your leave to ORS. Keep a copy for your records.

If your leave of absence was for professional improvement, there is no provision in the statute for retirement credit for that type of leave. However, should the employing educational agency Board take action, that is reflected in their Board minutes, stating your leave was intended as a sabbatical and did, in fact, meet the governing school Board policy on sabbatical leaves, credit for your leave will be reconsidered. It will be necessary to submit a copy of the amended Board minutes with your application.

Eligibility Requirements:

To be eligible to receive service credit for a sabbatical leave, you must meet the following three conditions:

1. Before your sabbatical, you accrued at least five years of service credit with the employer granting the leave, with at least one-tenth (0.1) year of credit in each of the five school fiscal years immediately preceding the leave; *(0.1 year is the smallest unit of service; it is earned by working 17 days at six or more hours a day, or if you work less than six hours a day, a total of 102 hours);*

2. You had no break in service and no leave of absence while accruing the five years of service credit before the sabbatical leave; and
3. You returned to the employing educational agency who granted the sabbatical leave and accrued one year of service credit following the leave.

Cost:

If your sabbatical leave was granted before July 1, 1981, the cost is five percent of the compensation you received for the school fiscal year just before the school year in which your sabbatical leave was granted, plus interest. The employing educational agency who granted the sabbatical leave must pay the cost if the leave was granted during the noncontributory period (after July 1, 1977); you pay the cost if the leave was granted during the contributory period (before July 1, 1977).

If your sabbatical leave was granted July 1, 1981 or later, your cost is five percent of your last school fiscal year's earnings. If you earned more in a previous year, the highest previous year's earnings are used to figure your cost. If you are a part-time employee, your earnings will be equated to full time to figure your cost. To estimate your cost for one year of credit, use the following formula:

Compensation x 5% (.05) = Cost for One Year

You must have an employee/employer relationship with an educational agency under the Retirement System at the time of purchase. You must make payment before you retire or terminate employment.

You may purchase this credit any time after satisfying the eligibility requirements. Additional information about service credit purchases and pension requirements is in the *Retirement Guidelines* booklet available from ORS.

Credit At No Cost:

The Retirement System grants credit at no cost if you satisfy **all** the following eligibility requirements:

1. Your sabbatical leave was granted before October 31, 1980;
2. You were employed by the Board granting the leave for at least seven consecutive years immediately before the sabbatical leave;
3. You held a permanent, life, or continuing certificate, or you were teaching in a college maintained by the Board granting the leave;
4. Your sabbatical leave was granted for professional improvement; and
5. Your sabbatical leave did not exceed two semesters.

State Employees, and State Police Retirement Systems

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Submit completed form to the Office of Retirement Services at the address listed above. See accompanying pages for instructions.

NAME (Last, First, M.I.)	SOCIAL SECURITY NUMBER*
ADDRESS	ANTICIPATED RETIREMENT DATE
CITY, STATE, ZIP	TELEPHONE ()
PREVIOUS NAMES USED DURING PUBLIC SCHOOL SERVICE	SIGNATURE
1.	2.

ATTACH A PHOTOCOPY OF THE BOARD MINUTES GRANTING THE LEAVE.

CERTIFYING EDUCATIONAL AGENCY _____	SOURCE DOCUMENT (CHECK ONE) <input type="checkbox"/> Payroll Records <input type="checkbox"/> Personnel Records <input type="checkbox"/> Other (Specify) _____
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1. What was the duration of the sabbatical leave? _____ to _____

Month/Day/Year
Month/Day/Year

2. Did the applicant perform any service for this educational agency during this leave? ☐ Yes ☐ No

If "YES," how many days? _____ How many hours per day? _____

3. Was the applicant considered an employee of the Board during this leave? ☐ Yes ☐ No

4. What was the contract figure during the year of this leave? _____

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE AND TITLE		DATE
MAILING ADDRESS		TELEPHONE ()
CITY, STATE, ZIP		

A person who, with intent to deceive, makes a false statement in a report or record required under this Retirement System or who, with intent to deceive, violates this act or a rule promulgated under this act is guilty of a misdemeanor punishable by imprisonment of not more than 90 days or a fine of not more than \$500 or both. (P.A. 300 of 1980, as amended, Section 105.)